

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT

CERTIFICATED COURSE APPROVAL FORM - (MUST BE COMPLETED PRIOR TO TAKING COURSES)

EMPLOYEE NAME: \_\_\_\_\_ SCHOOL SITE: \_\_\_\_\_

| Course Title | Begin Date | End Date | Course # | Semester Units | Quarter Credit |
|--------------|------------|----------|----------|----------------|----------------|
| _____        | _____      | _____    | _____    | _____          | _____          |

Offered by: \_\_\_\_\_ Reason for taking course: \_\_\_\_\_  
(Accredited College or University)

Effective 7/1/09:

- Coursework must be in a subject directly & specifically related to education. A maximum of one column advancement per school year will be recognized for this type of coursework completed.
- Coursework taken specifically related to an Advanced Degree or an approved certificate program will be applied without the one column per year restriction.
- Courses taken for salary advancement must be completed outside of the regular duty day calendar and without the use of District funds, (\*Exceptions).
- Courses must be graduate or upper division level, (except for courses required to clear a credential or second language courses), and receive a grade of "C" or better.
- Duplication of prior courses taken will not be accepted.
- Courses must be completed by September 15<sup>th</sup>. Transcripts must be received in Human Resources for posting by November 1<sup>st</sup>.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

APPROVED

DISAPPROVED

Signature \_\_\_\_\_  
Human Resources Designee Date

\*Course Exceptions for 2009/10: (These courses require this form to be submitted and will be applicable towards column advancement.)

~ BTSA/SP Training

~ BTSA/SP Service

~ BTSA/PT Participation